The primary purpose of the Livestock Instructional Arena (LIA) is to provide the facilities and environment for superior educational programs for the Animal and Dairy Science Department (ADS) of the College of Agricultural and Environmental Sciences. This facility is designed to serve a wide range of departmental activities, many of which involve the use of live animals and hands-on instruction of undergraduate students, Georgia’s 4-H/FFA, and adult agricultural education. The use of the LIA is limited to instructional and outreach activities of the College of Agricultural and Environmental Sciences, to Georgia affiliated Livestock Associations/Organizations, and to 4-H and FFA. Other organizations may gain use with prior authorization.

The following policies regulate the use of the LIA.

1. Use of the LIA is primarily intended for undergraduate instruction. Priority will be given to the instructors of the ADS. Non-university events must be authorized through the ADS Department, the College of Agricultural and Environmental Sciences or the University of Georgia. Such requests must be submitted to the contacts listed below for approval. The LIA Manager will act as liaison to the Animal Science Department, provide access to renters, and evaluate clean-up of the facility. The Reservation request form at bottom of page must be submitted by email, mail, or fax to contacts listed below.

2. ADS retains the right to grant or deny rental requests to any organization.

3. Organizations/persons responsible for events that include livestock from outside the ADS must obtain permission from the State Veterinarian prior to such events and must provide a copy of this permit to the LIA coordinator. A negative coggins test must accompany each horse. Health certificates must accompany any animals from out of state.

4. Organizations/persons using the facility will be solely responsible for their livestock during the event including receiving, feeding, watering, and all other care.

5. Livestock from non-university groups will not be received more than one day prior to an event. Livestock must be removed no longer than one day past the end of the event.

6. Organizations are required to utilize outside food services or foods prepared elsewhere. The intent of the kitchen is for food distribution. Any food or utensils left after event will be thrown away. Selling of glass-bottled drinks and cooking is prohibited. Please refer to the UGA’s policy on alcohol and drugs at http://drugpol.uga.edu/.

7. Smoking and all tobacco use is prohibited on the entire campus. Please refer to http://uga.edu/tobacco-free/ for further information.
8. No RV hookups are provided. Absolutely no waste dumping. Overnight stays are only allowed in self-sufficient units and only during an event or by permission of the LIA coordinator.

9. Animal bedding must be provided by the organization/person using the LIA.

10. Classroom equipment (desks, chairs, etc.) will not be removed from classroom.

11. Stay out of paddocks, pastures, and any other fenced grass areas.

12. The Animal and Dairy Science Department maintains horses at the LIA separately in 2 red barns behind arena. There is also an equipment barn with University vehicles. These areas are strictly off limits. Please stay out.

13. Speed limit of motorized vehicles not to exceed 15 mph.

14. **No dogs and/or pets allowed on the LIA grounds at any time with the exception of service animals.**

15. The reservation form must be submitted to the contacts listed below prior to any event being placed on the ADS Calendar. All university clubs and non-university organizations must submit a $300.00 reservation deposit 30 days prior to an event in order to confirm a reservation. The LIA reserves the right to retain the reservation deposit if facility inspection reveals damage or the lack of cleanliness. If the event is cancelled and the renter fails to contact the LIA coordinator 14 days or more prior to the event, the LIA may retain the $300.00 deposit. All rental fees need to be paid at least 14 days prior to the start of an event with the exception of intra university use.

16. Set-up and takedown of tables, panels, and equipment are the responsibility of the organization/person using the LIA. Additional charges at $25/hour with a 4 hour minimum will apply for setup, event maintenance or cleanup if needed. Hourly labor charges will be paid immediately following the completion of the event.

17. As pertains to Equine activities: **Warning - Under Georgia law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of Title 4 of the Official Code of Georgia Annotated.**

18. The University of Georgia supports animal well-being and care. Please refer to the Animal Welfare Act ([http://awic.nal.usda.gov/government-and-professional-resources/federal-laws/animal-welfare-act](http://awic.nal.usda.gov/government-and-professional-resources/federal-laws/animal-welfare-act)). Any animal welfare issues will be evaluated by the University’s Animal Care and Use Committee. **The LIA reserves the right to void any contract with no refund if any animal welfare issue is determined.**

19. All events and meetings regardless of size must be scheduled on the arena calendar. Please see ADS calendar at: [www.ads.uga.edu](http://www.ads.uga.edu) then click on ADS Calendar of Events for calendar.
Clean up Check List

*** In order to obtain reservation deposit after the completion of the event, please observe and complete the following:

- All tables, chairs, or other items obtained from storage rooms or inside the building need to be placed back where they were found.

- All P.A. equipment belonging to the LIA needs to be returned to the LIA coordinator or a designated area.

- All livestock or horse housing area/stalls/tie outs need to be thoroughly cleaned as soon as possible after the completion of the event.

- The kitchen counter, other kitchen surfaces, and dishwares need to be cleaned up. The trash needs to be removed from the building and placed in the dumpster. The floor needs to be moped.

- Any spills or marks left on the floor, walls, or classroom tables need to be cleaned.

- All concrete surfaces underneath arena need to be swept immediately following the completion of the event.

- Any manure needs to be picked up from the parking lots and the drive around arena and put in the manure bin.

- Wash racks should be cleaned and washed down.

- All trash collected in cans or any trash on the grounds needs to be picked up and put in the dumpster.

**** If your event did not use a certain area of the facility (example: the kitchen or classroom) then it does not require cleaning.
Reservation Request of Livestock Instructional Arena

- A reservation check of $300.00 must be received as soon as possible to ensure the date is reserved.
- Please make checks payable to the UGA Department of Animal & Dairy Science.
- Please sign and return form with check to the Departmental address below.
- Please keep reservation check separate from rental fees to ensure prompt refund.
- Reservation check is returned only after a facility inspection is completed.
- The LIA reserves the right to retain the reservation check if facility inspection reveals damage or lack of cleanliness.
- Once request is received the organization’s contact person will be contacted to confirm.

______________________________________________________________________________
Organization: __________________________________________________________________

Dates Requested & Times: ______________________________________________________

Specific Facilities Needed (i.e. Kitchen, Indoor Arena, etc.): _____________________________

______________________________________________________________________________
Any Special Requests: ___________________________________________________________

Description of Intended Facility use: ________________________________________________

______________________________________________________________________________
Person Responsible For Event: ____________________________________________________

Address: ______________________________________________________________________

Phone: ___________________________ Cell:_____________________________________

E-Mail: _______________________________________________________________________

I have read and understand the Policy for Use of the Livestock Instructional Arena and will be the responsible party for the requested event.

Signature: ___________________________ Date: ____________________________

Contacts: Alexander Abrams
          LIA Manager
          Office: (706)613-0971
          Cell: (770)617-5824
          E-Mail: abrams@uga.edu

Valerie Christopher
          Admin. Assistant II
          Fax: (706) 583-0500
          Office: (706)542-1852
          E-Mail: vdc@uga.edu

Department Address: Animal and Dairy Science
                    Rhodes Center
                    University of Georgia
                    425 River Road
                    Athens, GA 30602